



# Carlson Building Maintenance

**PTO Form**

**10-31-2025**

## PTO Form

Employee name: David -Citro

Employee number: 13828

Department: Operations

Manager: Roberto Cedillo

Dates of absence: From: 10-30-2025 To: 10-31-2025

Number of hours 12.3

## Manager Approval

☒ Approval

Comments:  
6.15 hours per day

A handwritten signature in black ink, appearing to read 'Roberto Cedillo', written over a horizontal line.

Manager Signature

Date

10-31-2025